

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
WASHINGTON, DC 20511

Emma Best
MuckRock News
DEPT MR 73608
411A Highland Avenue
Somerville, MA 02144-2516

25 July 2019

Reference: Case DF-2019-00221

Dear Ms. Best:

This acknowledges receipt of your email dated and received 21 May 2019 in the Information Management Division of the Office of the Director of National Intelligence (ODNI). Thank you for your Freedom of Information Act request. Partial searches have been initiated; however, there are a few clarifications that need to be addressed regarding your request verbiage below:

- * A copy of the agency's first successful FOIA appeal

The above verbiage is unclear regarding your request for the first successful FOIA appeal. Earlier in the document you recorded the following:

- * A copy of the agency's first *perfected* (successful) FOIA request

Are you saying: A copy of the agency's first *perfected* FOIA appeal?

- * The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
- * The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

The two above bullets are considered to be the ODNI FOIA Regulation and the ODNI FOIA Handbook. Both are available on our website. In addition, the ODNI FOIA Regulation is also posted in the Federal Register.

The remaining items on your request have been reviewed and processing has been initiated.

If you have any questions, please feel free to email our Requester Service Center at DNI-FOIA@dni.gov or call us at (301) 243-1499. You can also contact ODNI's FOIA Liaison at DNI-FOIA-Liaison@dni.gov.

Sincerely,

for

Sally A. Nicholson
Chief FOIA

Information Management Division